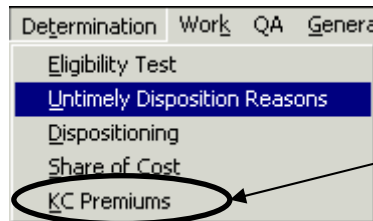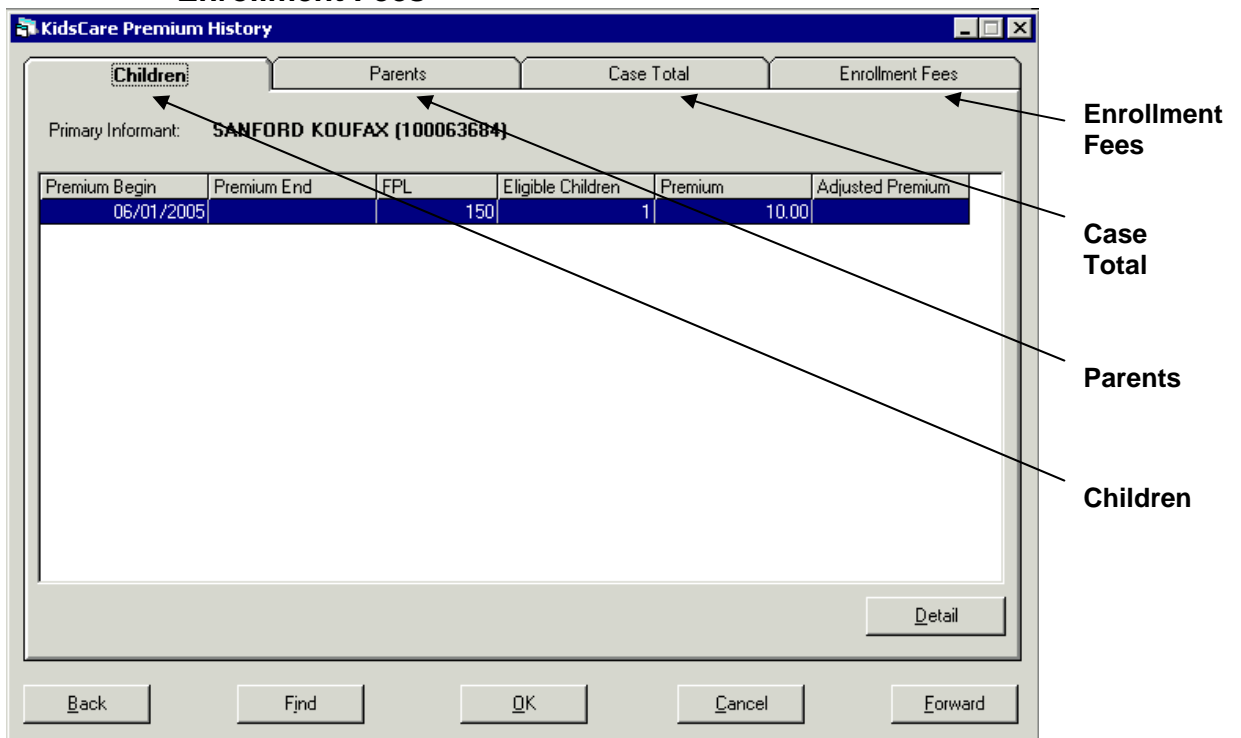# KidsCare Premium History

A. Overview

1. Introduction

To access the **"KidsCare Premium History"** window on the main menu, click **"Determination"**. On the drop down menu, select **"KC Premiums"**.

The **"KidsCare Premium History"** window has four tabs:

- **Children**
- **Parents**
- **Case Total**
- **Enrollment Fees**

B. Children Tab

1. Introduction

The **"Children"** tab on the **"KidsCare Premium History"** window displays the premium history for all children approved for KidsCare.

The **"Children"** tab has two main parts:

- **Primary Informant** — Automatically entered by ACE. Displays the name of the Primary Informant as well as their PID.

- **Premium Summary** — Displays information relevant to the KidsCare premium.

The **"Premium Summary"** grid displays the following information:

- **Premium Begin** — The date that the premium began.

- **Premium End** — The date that the premium ended.

- **FPL** — The percentage range of the FPL the family's income is below.

- **Eligible Children** — The number of children who are approved for KidsCare.

- **Premium**   The premium as determined by ACE.

- **Adjusted Premium**   The manually adjusted premium.

2. KidsCare Premium Detail

The **"KidsCare Premium Detail"** window displays premium adjustment information for KidsCare premiums. To access this screen, click on the **"Detail"** button on the **"KidsCare Premium History"** window.
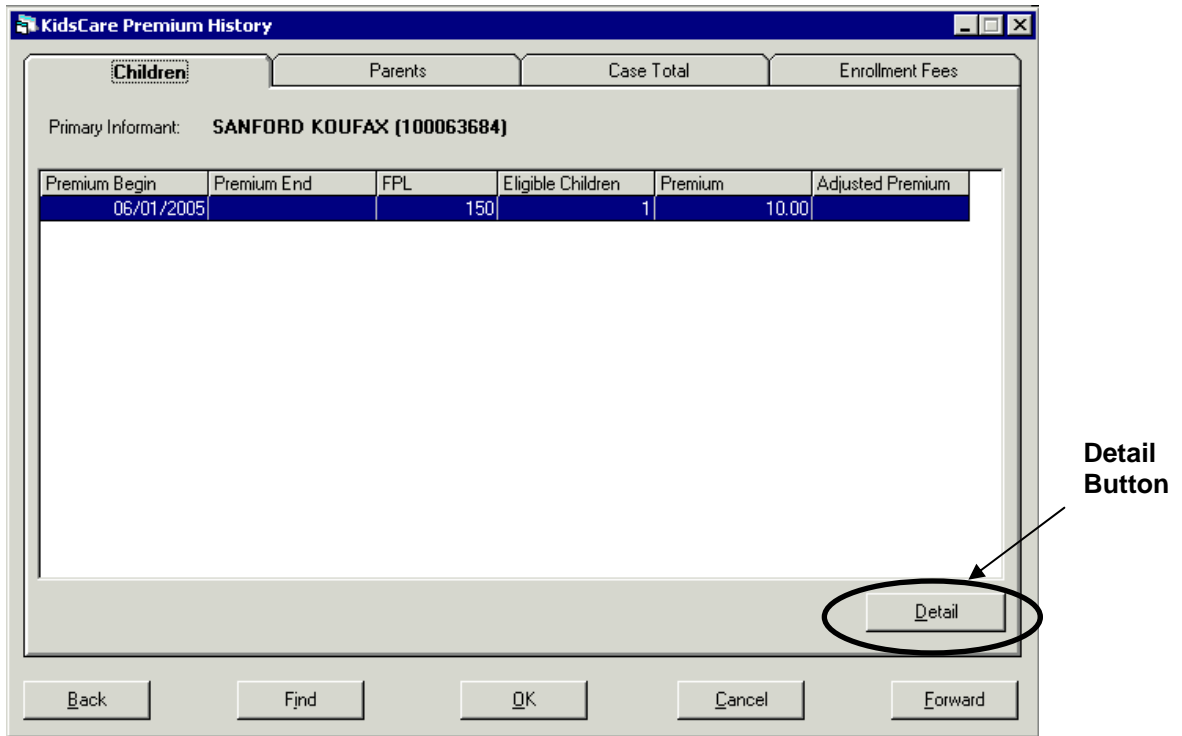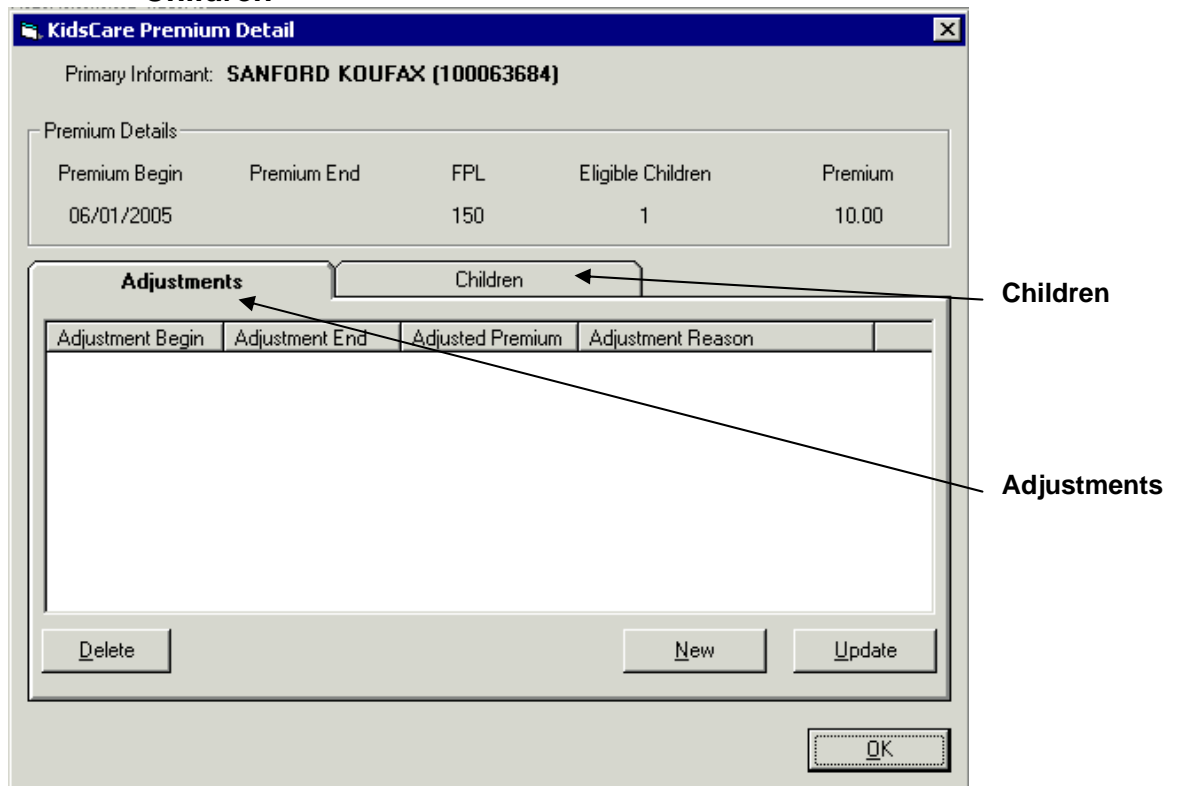
The **"KidsCare Premium Detail"** window has two tabs:

- **Adjustments**
- **Children**

The **"Adjustment"** and **"Children"** tabs share the following parts:

- **Primary Informant**

  Automatically entered by ACE. Displays the name of the Primary Informant as well as their PID.

- **Premium Details Summary**

  Displays the Premium Begin, Premium End, FPL, Eligible Children and Premium.

3. Adjustment Tab

The **"Adjustment"** tab on the **"KidsCare Premium Detail"** window displays the **"Adjustment Summary"** grid for all KidsCare premiums.

The **"Adjustment Summary"** grid displays the following information:

- **Adjustment Begin**   The date the adjustment began.

- **Adjustment End**   The date the adjustment ended.

- **Adjusted Premium**   The adjusted premium amount.

- **Adjustment Reason**   The reason the premium was adjusted.

KidsCare Premium Detail

Primary Informant: **SANFORD KOUFAX (100063684)**

Premium Details

Premium Begin	Premium End	FPL	Eligible Children	Premium
06/01/2005		150	1	10.00

Adjustments | Children

Adjustment Begin	Adjustment End	Adjusted Premium	Adjustment Reason	

Adjustment Begin

Adjusted Premium

Adjustment Reason

Adjustment End

Delete   New   Update

OK

4. Children Tab

The **"Children"** tab on the **"KidsCare Premium Detail"** window displays a list of all the children in the household. The **"Children"** tab contains the following fields:

- **Child Name**   The name of the child.

- **FPL**   The level of the FPL that the child's income group falls into.

- **Status**   The status that causes the child to not have a premium. The two statuses are Potential Medicaid and Native American.

KidsCare Premium Detail

Primary Informant: **SANFORD KOUFAX (100063684)**

Premium Details

Premium Begin	Premium End	FPL	Eligible Children	Premium
06/01/2005		150	1	10.00

Adjustments | Children

Child Name	FPL	Status	
SAM KOUFAX	150		

Child Name

FPL

Status

OK

5. Adjusting the Children's Premium

If the KidsCare premium needs to be adjusted, click on the **"New"** button on the **"Adjustments"** tab on the **"KidsCare Premium Detail"** window.

This brings up the **"KidsCare Premium Adjustment Detail"** window.

You will need to complete the four fields on the **"KidsCare Premium Adjustment Detail"** window, to adjust the premium. These fields are:

- **Adjustment Begin**   The date that the premium adjustment starts.

- **Adjustment End**   The date that the premium adjustment ends.

- **Adjusted**   The amount of the adjusted premium.
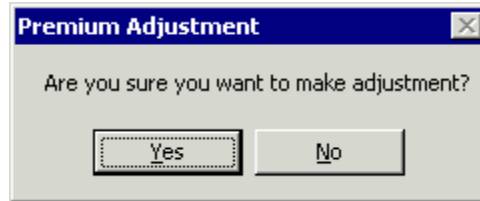
Premium

- **Adjustment Reason**   You will need to select an **"Adjustment Reason"**. To open the drop down list, click on the ▼ (down arrow) for **"Adjustment Reason"**. Select the choice that best describes the reason the premium is being adjusted.

Once you have filled in the needed information, click the **"OK"** button.

This will prompt a window asking, **"Are you sure you want to make adjustment?"**. If the information you entered is not correct, click **"No"**, and you will be taken back to the **"KidsCare Premium Adjustment Detail"**. If the information you entered is correct, click **"Yes"**.

Premium Adjustment

Are you sure you want to make adjustment?

[Yes]   [No]

You will be taken to the **"KidsCare Premium Detail"** window, with the adjusted premium information in the **"Adjustment Summary"** grid on the **"Adjustments"** tab.

KidsCare Premium Detail

Primary Informant: **SANFORD KOUFAX (100063684)**

Premium Details

Premium Begin	Premium End	FPL	Eligible Children	Premium
06/01/2005		150	1	10.00

New Adjustment

Adjustments | Children

Adjustment Begin	Adjustment End	Adjusted Premium	Adjustment Reason	
07/01/2005	08/31/2005	20.00	Untimely Processing	

[Delete]   [New]   [Update]

[OK]

6. Updating the Children's Premium

If an adjustment needs to be corrected, you can correct the adjustment information by selecting the adjustment record and clicking on the **"Update"** button.

Update Button

This will bring up the **"KidsCare Premium Adjustment Detail"** window, with the information from the adjustment already filled in. Once you have corrected the information, click the **"Update"** button to have ACE accept the changes.

Update Button

This will prompt a window asking, **"Are you sure you want to update adjustment?"**. If the information you entered is not correct, click **"No"**, and you will be taken back to the **"KidsCare Premium Adjustment Detail"**. If the information you entered is correct, click **"Yes"**.

You will be taken to the **"KidsCare Premium Detail"** window, with the adjusted premium information in the **"Adjustment Summary"** grid on the **"Adjustments"** tab.

7. Deleting the Children's Adjustment

After completing an adjustment, you can delete the adjustment information by selecting the adjustment record and clicking on the **"Delete"** button.

!	The **"Delete"** button will be grayed out once the adjustment has been processed by the Division of Business and Finance (DB&F).

Delete Button

This will prompt a window asking, **"Are you sure you want to delete adjustment?"**. If you do not want to delete the adjustment, click **"No"**, and you will be taken back to the **"KidsCare Premium Detail"** with the adjustment record still there. If the adjustment should be deleted, click **"Yes"**.

You will be taken to the **"KidsCare Premium Detail"** window in which that adjustment record will be deleted.

Adjustment has now been deleted.

C. Parents Tab

1. Introduction

The **"Parents"** tab on the **"KidsCare Premium History"** window displays the premium history for all parents approved for AHCCCS Health Insurance for Parents.

The **"Parents"** tab has two main parts:

- **Applicant List**   Displays the name of the active parent. To select another parent who is part of the same household, click on the ▼ (down arrow), and click on the other parent's name.

- **Premium Summary**   Displays information relevant to the AHCCCS Health Insurance for Parents premium.

Applicant List

Premium Summary

The **"Premium Summary"** grid displays the following information:

- **Premium Begin** The date that the premium began.

- **Premium End** The date that the premium ended.

- **FPL** The percentage range of the FPL the family's income is below.

- **Status** The status that causes the parent to not have a premium. The two statuses are Potential Medicaid and Native American.

- **Premium** The premium as determined by ACE.

- **Adjusted Premium** The manually adjusted premium.

Labels pointing to the screen (top to bottom): Premium, Adjusted Premium, Status, FPL, Premium End, Premium Begin.

2. KidsCare Premium Detail

The **"KidsCare Premium Detail"** window displays premium adjustment information for KidsCare premiums. To access this screen, click on the **"Detail"** button on the **"Parents"** tab on the **"KidsCare Premium History"** window.

The **"KidsCare Premium Detail"** window has two tabs:

- **Adjustments**
- **Children (grayed out for the parents)**

The **"Adjustment"** and **"Children"** (not enabled for parents) tabs share the following parts:

- **Applicant**   Automatically entered by ACE. Displays the name of the parent.

- **Premium Details Summary**   Displays the Premium Begin, Premium End, FPL, Status and Premium.

3. **Adjustment Tab**

The **"Adjustment"** tab on the **"KidsCare Premium Detail"** window displays the **"Adjustment Summary"** grid for the selected KC Parent's premium.

KidsCare Premium Detail

Applicant: **SANDY KOUFAX**

Premium Details

Premium Begin	Premium End	FPL	Status	Premium
06/01/2005		150		15.00

Adjustments | Children

Adjustment Begin	Adjustment End	Adjusted Premium	Adjustment Reason	

[Delete]   [New]   [Update]

Adjustment Summary

[OK]

The **"Adjustment Summary"** grid displays the following information:

- **Adjustment Begin**   The date the adjustment began.

- **Adjustment End**   The date the adjustment ended.

- **Adjusted Premium**   The adjusted premium amount.

- **Adjustment Reason**   The reason the premium was adjusted.

KidsCare Premium Detail

Applicant: **SANDY KOUFAX**

Premium Details

Premium Begin	Premium End	FPL	Status	Premium
06/01/2005		150		15.00

Adjustments / Children

Adjustment Begin	Adjustment End	Adjusted Premium	Adjustment Reason	

Delete   New   Update

OK

Adjustment Begin

Adjusted Premium

Adjustment Reason

Adjustment End

4. Adjusting a Parent's Premium

If the KC Parent's premium needs to be adjusted, click on the **"New"** button on the **"Adjustments"** tab on the **"KidsCare Premium Detail"** window.

This brings up the **"KidsCare Premium Adjustment Detail"** window.

You will need to complete the four fields on the **"KidsCare Premium Adjustment Detail"** window, to adjust the premium. These fields are:

- **Adjustment Begin**   The date that the premium adjustment starts.

- **Adjustment End**   The date that the premium adjustment ends.

- **Adjusted**   The amount of the adjusted premium.
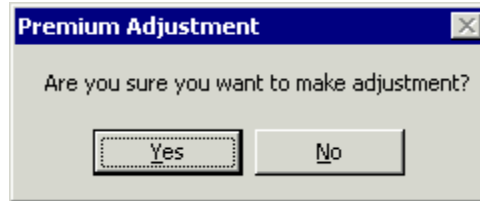
Premium

- **Adjustment Reason**   You will need to select an **"Adjustment Reason"**. To open the drop down list, click on the ▼ (down arrow) for **"Adjustment Reason"**. Select the choice that best describes the reason the premium is being adjusted.

KidsCare Premium Adjustment Detail

Adjustment Details

Adjustment Begin 10/01/2005   Adjustment End __/__/____

Adjusted Premium

Adjustment Reason

APPEAL
CORRECTION OF ERROR
EXCEEDS 5% OF INCOME
HARDSHIP WAIVER
UNTIMELY PROCESSING

This adjus

OK   Cancel

Adjustment Begin

Adjustment End

Adjusted Premium

Adjustment Reason
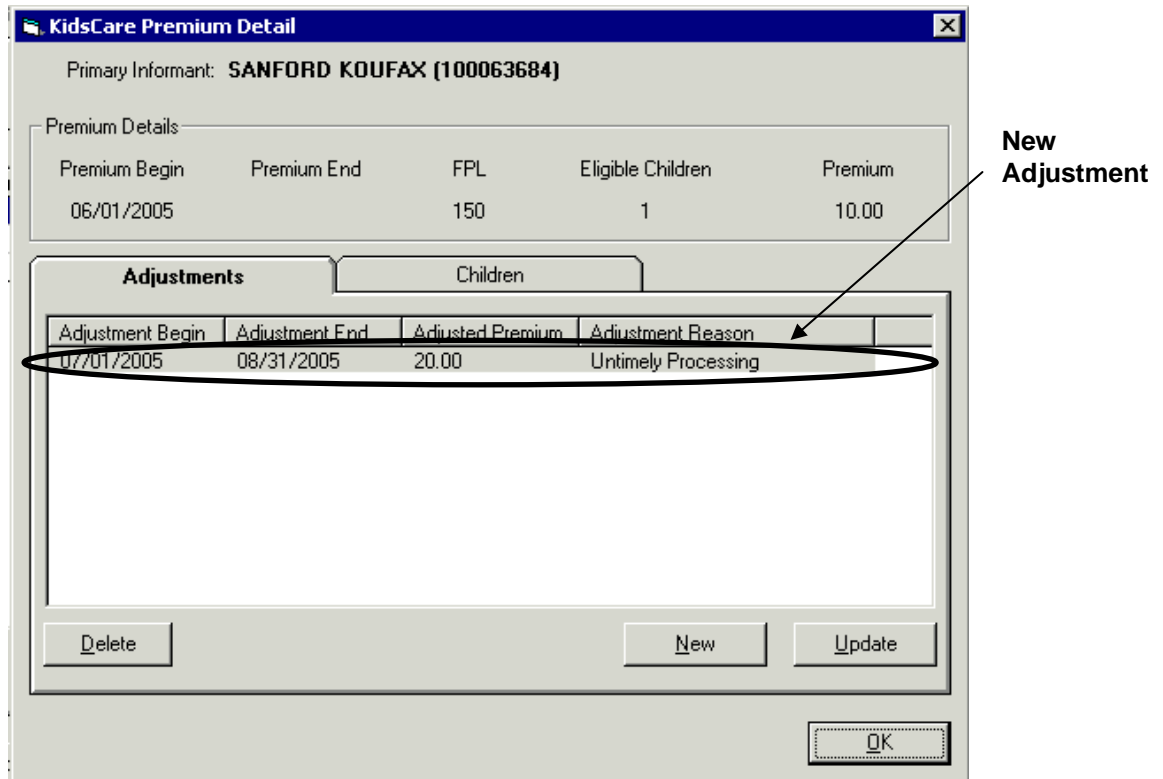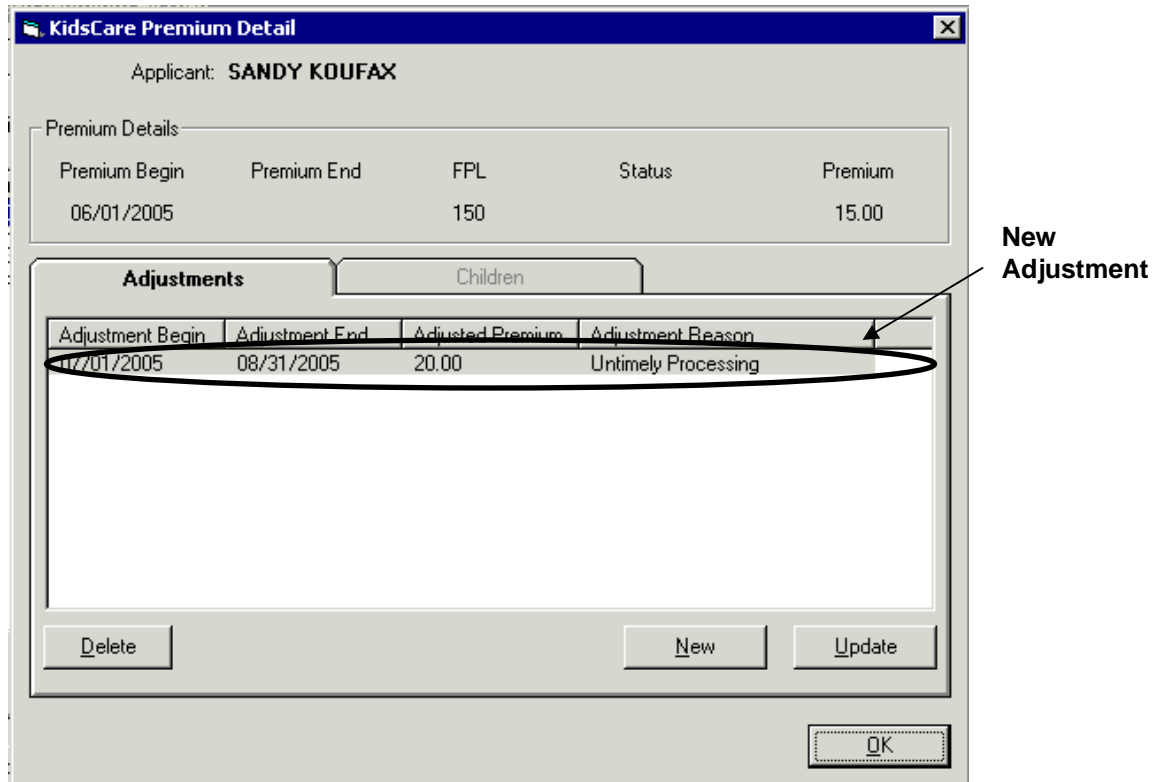
Once you have filled in the needed information, click the **"OK"** button.

KidsCare Premium Adjustment Detail

Adjustment Details

Adjustment Begin 10/01/2005   Adjustment End 10/31/2005

Adjusted Premium MORE THAN ONE CHILD AT 150% FPL ($15.00)

Adjustment Reason UNTIMELY PROCESSING

This adjustment has NOT been processed by the billing system

OK   Cancel

OK Button

This will prompt a window asking, **"Are you sure you want to make adjustment?"**. If the information you entered is not correct, click **"No"**, and you will be taken back to the **"KidsCare Premium Adjustment Detail"**. If the information you entered is correct, click **"Yes"**.

Premium Adjustment

Are you sure you want to make adjustment?

[Yes]   [No]

You will be taken to the **"KidsCare Premium Detail"** window, with the adjusted premium information in the **"Adjustment Summary"** grid on the **"Adjustments"** tab.

KidsCare Premium Detail

Applicant: **SANDY KOUFAX**

Premium Details

Premium Begin	Premium End	FPL	Status	Premium
06/01/2005		150		15.00

New Adjustment

Adjustments | Children

Adjustment Begin	Adjustment End	Adjusted Premium	Adjustment Reason	
07/01/2005	08/31/2005	20.00	Untimely Processing	

[Delete]   [New] [Update]

[OK]

5. Updating a Parent's Premium

If an adjustment needs to be corrected, you can correct the adjustment information by selecting the adjustment record and clicking on the **"Update"** button.

Update Button

This will bring up the **"KidsCare Premium Adjustment Detail"** window, with the information from the adjustment already filled in. Once you have corrected the information, click the **"Update"** button to have ACE accept the changes.

Update Button

This will prompt a window asking, **"Are you sure you want to update adjustment?"**. If the information you entered is not correct, click **"No"**, and you will be taken back to the **"KidsCare Premium Adjustment Detail"**. If the information you entered is correct, click **"Yes".**

You will be taken to the **"KidsCare Premium Detail"** window, with the adjusted premium information in the **"Adjustment Summary"** grid on the **"Adjustments"** tab.

Updated Adjustment

6. Deleting a Parent's Adjustment

After completing an adjustment, you can delete the adjustment information by selected the adjustment record and clicking on the **"Delete"** button.

!	The **"Delete"** button will be grayed out once the adjustment has been processed by the Division of Business and Finance (DB&F).

Delete Button

This will prompt a window asking, **"Are you sure you want to delete adjustment?"**. If you do not want to delete the adjustment, click **"No"**, and you will be taken back to the **"KidsCare Premium Detail"** with the adjustment record still there. If the adjustment should be deleted, click **"Yes"**.

You will be taken to the **"KidsCare Premium Detail"** window in which that adjustment record will be deleted.

KidsCare Premium Detail

Applicant: **SANDY KOUFAX**

Premium Details

Premium Begin	Premium End	FPL	Status	Premium
06/01/2005		150		15.00

Adjustments | Children

Adjustment Begin	Adjustment End	Adjusted Premium	Adjustment Reason	

Adjustment has now been deleted.

Delete   New   Update

OK

D. Case Total Tab

1. Introduction

The **"Case Total"** tab on the **"KidsCare Premium History"** window displays the premium history for both children and parents approved for KidsCare and/or AHCCCS Health Insurance for Parents.

The **"Case Total"** tab has two parts:

- **As of Date**   A list of all dates in which the premium has changed.

- **Premium Summary**   Shows a case level summary of the premiums in the household.

As of date

Premium Summary

The **"Premium Summary"** grid displays the following information:

- **Program**

  Either KidsCare or KC Parent

- **Applicant**

  Lists the name(s) of the parent(s), as well whether one child or two or more children have been approved.

- **Adjustment Reason**

  The reason that the premium was adjusted.

- **Premium**

  The amount of the premium.

Adjustment Reason

Premium

Applicant

Program

E. Enrollment Fees Tab

1. Introduction

The **"Enrollment Fees"** tab on the **"KidsCare Premium History"** window displays the enrollment fee history for all parents approved for AHCCCS Health Insurance for Parents.

The **"Enrollment Fees"** tab has two main parts:

- **Primary Informant** — Automatically entered by ACE. Displays the name of the Primary Informant as well as their PID.

- **Enrollment Fee Summary** — Displays information relevant to the AHCCCS Health Insurance for Parents premium.

The **"Enrollment Fee Summary"** grid displays the following information:

- **Fee Date**   The date the enrollment fee was charged.

- **Applicant**   Lists the name(s) of the parent(s) who were charged an enrollment fee.

- **Fee**   The amount of the enrollment fee.

- **Adjusted Fee** The amount of the adjusted enrollment fee.

2. Adjusting an Enrollment Fee

If the KC Parent's enrollment fee needs to be adjusted, click on the **"Detail"** button on the **"Enrollment Fees"** tab on the **"KidsCare Premium History"** window.

This brings up the **"KidsCare Enrollment Fee Details"** window. The **"KidsCare Enrollment Fee Detail"** has three parts:

- **Applicant** (The customer you selected on **"Enrollment Fees"** tab.)
- **Enrollment Fee Details**
- **Adjustment Details**

The **"Enrollment Fee Details"** grid has the following:

- **Fee Date**   The date the enrollment fee was assessed.

- **Fee Amount**   The amount of the enrollment fee.

- **Adjusted?**   Check box that enables the **"Adjustment Details"** grid.

Once enabled, the **"Adjustment Details"** grid has the following:

- **Adjusted Fee**   The amount of the adjusted enrollment fee.

- **Adjustment Reason**

You will need to select an **"Adjustment Reason"**. To open the drop down list, click on the ▼ (down arrow) for **"Adjustment Reason"**. Select the choice that best describes the reason the enrollment fee is being adjusted.

Once you have filled in the needed information, click the **"OK"** button. This will prompt a window asking, **"You are about to make an enrollment fee adjustment"**. If the information you entered is not correct, click **"Cancel"**, and you will be taken back to the **"KidsCare Enrollment Fee Adjustment Detail"**. If the information you entered is correct, click **"OK"**.

You will be taken to the **"KidsCare Premium History"** window, with the adjusted enrollment fee information in the **"Enrollment Fee Summary"** grid on the **"Enrollment Fees"** tab.

KidsCare Premium History

| Children | Parents | Case Total | **Enrollment Fees** |

Primary Informant: **GEORGE JETSON (100063806)**

Fee Date	Applicant	Fee	Adjusted Fee
07/01/2005	GEORGE JETSON	15.00	15.00
07/01/2005	JANE JETSON	20.00	

Adjusted
Enrollment
Fee

Detail

| Back | Find | OK | Cancel | Forward |